***Title:*** *Position Description - Maintain*
***Processes :*** *Plan the Organization*
***Sub-Processes :*** *Plan the Org: Position Formation*

HRMS Training Documents

## Position Description - Maintain

<div align="right">

**PO13**

</div>

### Change History

Update the following table as necessary when this document is changed:

| Date | Name | Change Description |
|------|------|--------------------|
| 11/10/2004 | A Farrell | Script standards |
| 11/30/2005 | Chylynn Hansel | Edits |
| 1/18/2007 | Kelly Welsh | Edits |

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**File name:**
POSITION_DESCRIPTION.DOC
**Reference Number:**

**Version:** SME Approved Script
**Last Modified:** 1/29/2007 11:12:00 AM

SAP Parent
Page 1 / 8

***Title:*** *Position Description - Maintain*
***Processes :*** *Plan the Organization*
***Sub-Processes :*** *Plan the Org: Position Formation*

HRMS Training Documents

State of Washington HRMS

| **File name:** | **Version:** SME Approved Script | SAP Parent |
| POSITION_DESCRIPTION.DOC | **Last Modified:** 1/29/2007 11:12:00 AM | Page 2 / 8 |
| **Reference Number:** | | |

**Title:** Position Description - Maintain
**Processes :** Plan the Organization
**Sub-Processes :** Plan the Org: Position Formation

HRMS Training Documents

## Purpose

Use this procedure to update a description on an existing Position.

## Trigger

Perform this procedure when an existing Position's description needs to be updated.

## Prerequisites

Position object and description must exist.

## Menu Path

- Human Resources → Organizational Management → Expert Mode → Position

## Transaction Code

**PO13**

## Helpful Hints

The Organizational Management Processor will use this to update a Position's description.

Use the General Description to put in a position description.

Use the In Training Description to put in a description of a positions in-training plan.

Use the JVAC Points to put in the JVAC points for WMS positions.

Use the Shift Designation to put in the shift details for the position.

The system may display three types of messages at various points in the process. The messages you see may differ from those shown on screen shots in this procedure. The types of messages and responses are shown below:

| Message Type | Description |
|---|---|
| **Error** ❌ | **Example:** ❌ Make an entry in all required fields. <br><br> **Action:** Fix the problem(s) and then click ✅ (Enter) to proceed. |
| **Warning** ⚠️ | **Example:** ⚠️ Record valid from xx/xx/xxxx to 12/31/9999 delimited at end. <br><br> **Action:** If an action is required, perform the action. Otherwise, click ✅ (Enter) to proceed. |
| **Confirmation** ℹ️ or ✅ | **Example:** ✅ Save your entries. <br><br> **Action:** Perform the required action to proceed. |

State of Washington HRMS

**File name:**
POSITION_DESCRIPTION.DOC
**Reference Number:**

**Version:** SME Approved Script
**Last Modified:** 1/29/2007 11:12:00 AM

SAP Parent
Page 3 / 8

***Title:*** *Position Description - Maintain*
***Processes :*** *Plan the Organization*
***Sub-Processes :*** *Plan the Org: Position Formation*

HRMS Training Documents

State of Washington HRMS

**File name:**
POSITION_DESCRIPTION.DOC
**Reference Number:**

**Version:** SME Approved Script
**Last Modified:** 1/29/2007 11:12:00 AM

SAP Parent
Page 4 / 8

**Title:** Position Description - Maintain
**Processes :** Plan the Organization
**Sub-Processes :** Plan the Org: Position Formation

HRMS Training Documents

## Procedure

1.    You have started the transaction using the above menu path or transaction code **PO13**.
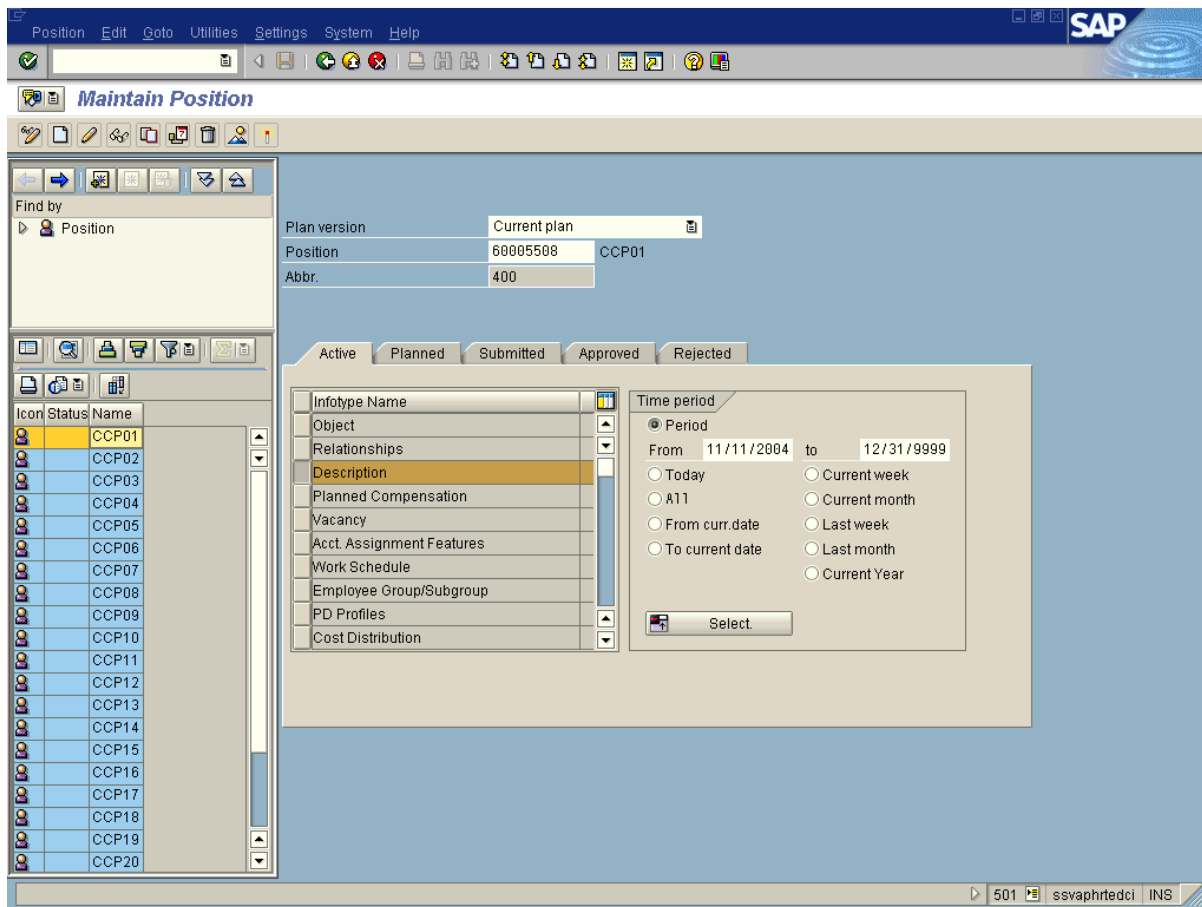
## Maintain Position



2.    As required, complete/review the following fields:

| Field Name | R/O/C | Description |
|---|---|---|
| Position | R | This is a specific and concrete description of the responsibilities that one individual fulfills in an organization. Each employee in HRMS is assigned to a position, which contains information about where the employee fits in the organization.<br>**Example:**      60000282 |

3.    Click  [icon]  (Enter) to validate the information .

State of Washington HRMS

**File name:** | **Version:** SME Approved Script | SAP Parent
POSITION_DESCRIPTION.DOC | **Last Modified:** 1/29/2007 11:12:00 AM | Page 5 / 8
**Reference Number:**

**4.** Click Description .

## Maintain Position



**5.** Click ⬜ (Copy).

| File name: | **Version:** SME Approved Script | SAP Parent |
|---|---|---|
| POSITION_DESCRIPTION.DOC | **Last Modified:** 1/29/2007 11:12:00 AM | Page 6 / 8 |
| **Reference Number:** | | |

**Title:** *Position Description - Maintain*
**Processes :** *Plan the Organization*
**Sub-Processes :** *Plan the Org: Position Formation*

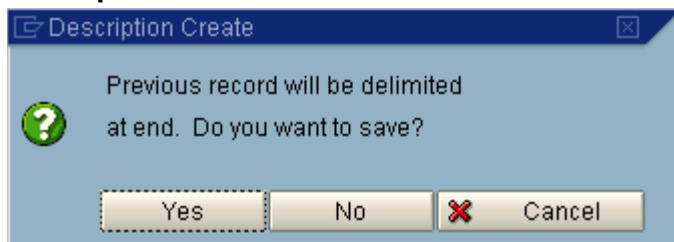HRMS Training Documents

## Copy Description



Click [icon] until you reach the subtype that you wish to update example: In Training, JVAC Points, and/or Shift Designation.

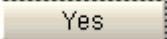**6.** As required, complete/review the following fields:

| Field Name | R/O/C | Description |
|---|---|---|
| Validity (from) | R | It is the date period during which a quota can be taken.  The validity period is defined as beginning on the start date and ending on the end date.<br>**Example:**     11/10/2004 |
| Description | R | This is a field that defines specific attributes of a position or an organizational unit.<br>**Example:**     Updated description. |

State of Washington HRMS

**File name:**                        **Version:** SME Approved Script                        SAP Parent
POSITION_DESCRIPTION.DOC   **Last Modified:** 1/29/2007 11:12:00 AM        Page 7 / 8
**Reference Number:**

**Title:** *Position Description - Maintain*
**Processes :** *Plan the Organization*
**Sub-Processes :** *Plan the Org: Position Formation*

HRMS Training Documents

**7.** Click ![Save](save icon) (Save) to save entries.

### Description Create



**8.** Click ![Yes](Yes button) to delimit the old description and maintain the history of the infotype.

**9.** To update any other subtypes, repeat steps 4 - 8.

**10.** You have completed this transaction.

### Result

You have updated a Position's description.

### Comments

State of Washington HRMS

**File name:**                    **Version:** SME Approved Script          SAP Parent
POSITION_DESCRIPTION.DOC   **Last Modified:** 1/29/2007 11:12:00 AM   Page 8 / 8
**Reference Number:**